TRUSTEE'S 341 FILINGS

The **Trustee's 341's Filings** program allows the trustee to enter a date on which 341 meetings were held, then specify the outcome for each of his/her cases scheduled for that day.
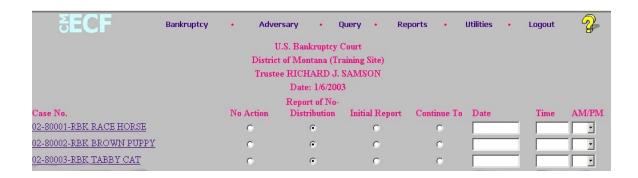
STEP 1 Select **Bankruptcy** from the Main Menu, and then click on **Trustee's 341 Filings** hypertext link.

STEP 2 The **Date** entry screen appears:

◆ Enter the date of the 341 meetings

◆ Click **Next**

STEP 3 The following screen appears:

Choose from the following selections by clicking on the radio button:

● **No action** - The debtor(s) did not appear.

● **Report of No Distribution** - No asset case. If this radio button is selected, the case will be marked as a no asset case. (No additional notices or docket entries are necessary.)
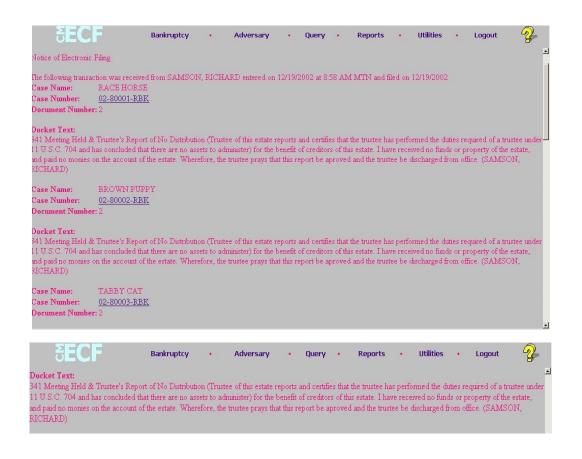
● **Initial Report - Asset case.** If this radio button is selected, the case will be flagged as an asset case and the Clerk's Office will automatically mail out a Notice of Assets and Request for Claims Bar Date.

● **Continuance** - The case will be rescheduled for 341 meeting. (No additional notices or docket entries are necessary.)

◆ Click on **Submit**

*Note!!! Please verify that all selection are correct before clicking on Submit. If an error is discovered **DO NOT RE-SUBMIT THE REPORT!** This will result in duplicate docket entries. If a correction to the report needs to be made, please contact the **ECF Help Desk** at: 497-1249*

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

◆   Who filed the document:
◆   Date and Time:
◆   Case Name:
◆   Case Number:
◆   Document Number:
◆   Original filename *(pdf):*
◆   Electronic document Stamp:

Print receipt

◆   Click on **File** at top of Netscape screen and select **Print Frame,** *or*
◆   Click on the Printer Icon at the top of the page.

[Note: It is highly suggested that copies of receipts be maintained for your records]